

0210.02 Office space standards
Issued January 6, 1997

SUBJECT: Office space standards.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish uniform standards for office space.

CONTACT AGENCY: Department of Management and Budget (DMB) - Property Management Division (PMD).

TELEPHONE: 517/373-0987

FAX: 517/373-0752

SUMMARY: The following constitutes office space standards for State government.

APPLICABLE FORMS: None.

PROCEDURES:

PMD:

- Determines, in accordance with space use guidelines, space requirements and assignments.

Agency:

- In cooperation with the PMD Design Section, develops specific space standards, including total square feet, and office components.

Individual office space standards are established as follows:

CATEGORY	RECOMMENDED SQ. FT. NET USABLE
<u>Full Height Offices</u>	
Department Director	300-400 (Does not include conference room, if applicable)
Chief Deputy Director	250-320
Deputy Director, Assistant Director, Bureau Director	150-225
Division Heads or Chiefs, Agency Director	150-200
Special Designation	80-175
<u>Open Plan Offices</u>	
Assistant Division Director or Chief, Managers	100-145
Supervisors	80-145
Professionals, Technicians	80-120 (Varies based on files and equipment. To be defined within departmental standards.
Part-time (Transients)	36-100

* * *